

New Hampton CSD

New Hampton EA

7/1/2005 6/30/2007

## ARTICLE XI - EVALUATION PROCEDURE

1. Within three (3) weeks after the employee begins duties each school year, the building principal or his/her designee will acquaint each employee with the observation and evaluation procedure.
2. A pre-evaluation conference shall be held between the evaluator and the employee in each of the first two (2) years of employment for the purpose of reviewing the evaluation criteria. The pre-evaluation conference shall be held at least one (1) day prior to the first classroom observation in a given school year.
3. Evaluation based on performance in the classroom shall be according to Chapter 284, Code of Iowa, and also utilize minimum procedures as follows:
  - (a) Employees shall be formally observed and evaluated in writing two (2) times each year, the first two (2) years of employment. Non-probationary employees shall be formally evaluated a minimum of once every three (3) years.
  - (b) Each such formal written evaluation shall be preceded by at least a thirty (30) minute classroom observation by an administrator.
  - (c) Additional observation may be requested by the employee, or an employee may be observed further if deemed necessary by the administrator.
  - (d) Following each formal classroom observation the administrator shall communicate either orally or in writing with the employee observed about his/her observation within five (5) school days except in emergency situations.
  - (e) Upon completion of the classroom observations, the administrator shall prepare and deliver a written evaluation to the employee.
  - (f) A post-evaluation conference shall be held between the administrator and the employee within five (5) days of delivery of the evaluation except in emergency situations.
4. Section 3 deals with a single method of formal evaluation, i.e. evaluation of classroom performance. It is understood that this Article shall not preclude the necessary evaluation in other areas appropriate to the teaching profession. Contracted duties on the supplemental schedule and assigned duties may be evaluated independently of the procedures listed above.
5. Copies of all administrative and parental complaints which are permanently filed by the administration shall be provided to the employee or employees involved.
6. The employee shall have the right to respond to any complaint placed in his/her file.
7. An employee may grieve all his/her adverse written evaluation(s) through the contractual grievance procedures (Article II - Grievance Procedure). The receipt of the evaluation(s) by the employee shall be the occurrence of the incident or dispute alleged to give rise to the grievance within Article II - Grievance Procedure. Any employee may challenge these evaluation(s) on the grounds that 1) the evaluation criteria have been ignored or misapplied; 2) the proper evaluation procedures were not followed; 3) the facts were not accurate; or 4) the evaluation was unreasonable, arbitrary, capricious, or discriminatory.

### C. Equivalent Credit

1. Approved equivalent work as described below may be allowed in partial fulfillment of the training requirements, subject to definition of graduate credits hereinbefore set forth.
  - (a) Travel under the direction of a college or university shall be recognized to the extent of the academic credit granted by that institution for such foreign or domestic travel.
  - (b) Workshops shall likewise be recognized to the extent of the academic credit granted by the college or university conducting the workshop.

### D. Insurance, Hospital and Major Medical

1. The School District will provide an opportunity for all employees working twenty (20) hours a week or more to participate in a comprehensive health-major medical insurance program. Benefits will be no less than those supplied in the preceding school year.
2. All employees desiring to participate shall pay the first dollar of the premiums for such insurance.
3. For all full-time employees, the Board will contribute **\$544.00/month** for all eligible employees with a tax sheltered annuity over the cost of the selected policy.
4. Where full time employees alone are covered, without dependent coverage, the entire cost of such coverage, excepting the first dollar of premium as above provided, shall be paid by the Board.
5. Additional premiums for dependents of full time employees will be deducted from the employees' salary. The first dollar shall be paid by the employee, the Board's contribution shall then be made, and the balance shall be paid by payroll deduction as above set forth.
6. The Board shall pay one-half ( $\frac{1}{2}$ ) of the monthly contribution after the first dollar, for all half-time employees carrying such insurance. In the event such employee desires dependent coverage, the Board shall pay one-half ( $\frac{1}{2}$ ) of the monthly contribution amount for full time employees toward such total dependent insurance after the first dollar.
7. The Board shall not be responsible for providing coverage to employees who are not accepted in the group plan by the insurance carrier.

## ARTICLE XVI - SEPARABILITY CLAUSE, DURATION, MISC.

### A. Separability

If any provision of this agreement or any application of this agreement to any employee or group of employees is held to be contrary to the law by a Court of competent jurisdiction, or PERB, then such provision or application shall be deleted from this agreement to the extent it violates the law. All other provisions or applications of the agreement shall continue in full force and effect.

### B. Printing Agreement

Copies of this agreement shall be reproduced at the expense of the Board after agreement with the Association has been reached on format within thirty (30) days after the agreement is signed. The agreement shall be presented to all employees now employed or hereafter employed at the time the contract is offered by the Board and the Board shall provide the Association with twelve (12) additional copies.

### C. Notices

Whenever any notice is required to be given by either of the parties to this agreement to the other, pursuant to the provisions of this agreement, either party shall do so by letter at the following designated addresses or at such other address as may be designated by a part in written notification to the other party.

1. If by the Association: to the Board at New Hampton Community School,  
New Hampton, Iowa 50659.
2. If by the Board: to the Association at New Hampton Education Association,  
New Hampton, Iowa 50659.

### D. Duration

The language of this Agreement shall be effective beginning July 1, 2005, and shall continue in effect until June 30, 2007. Insurance and salaries in this Agreement shall be effective beginning July 1, 2005 and shall continue in effect until June 30, 2006.

E. Signature Clause

IN WITNESS WHEREOF, the parties here to have caused this agreement to be signed by their respective presidents, and attested by their proper officers, and their signatures placed thereon all on the 24th day of May, 2005.

BOARD OF DIRECTORS  
NEW HAMPTON COMMUNITY  
SCHOOL DISTRICT

BY: Richard Hatcher  
President

BY: Arthur G. Warden  
Chief Negotiator

NEW HAMPTON EDUCATION ASSOCIATION

BY: Michelle L. Hoy  
President

BY: Mr. Dennis D. Pagel  
Chief Negotiator

SALARY SCHEDULE 2005-2006								
Years	BA	BA+15	BA+30	MA	MA+15	Nurse		
	Base	1.045	1.09	1.135	1.18			
Hort. Inc		1,027	2,054	3,081	4,109	= 88% of Base		
Vert Inc	913	954	995	1,036	1,077	803		
Contract Days/Yr.		191	Prev. Yr. Base	22,075	BA Base Inc	750		
Step	BA	BA+15	BA+30	MA	MA+15	Nurse	Nurse	Step
0	22,825	23,852	24,879	25,906	26,934	20,086		0
1	23,738	24,806	25,874	26,942	28,011	20,889		1
2	24,651	25,760	26,869	27,978	29,088	21,692		2
3	25,564	26,714	27,864	29,014	30,165	22,495		3
4	26,477	27,668	28,859	30,050	31,242	23,298		4
5	27,390	28,622	29,854	31,086	32,319	24,101		5
6	28,303	29,576	30,849	32,122	33,396	24,904		6
7	29,216	30,530	31,844	33,158	34,473	25,707		7
8	30,129	31,484	32,839	34,194	35,550	26,510		8
9	31,042	32,438	33,834	35,230	36,627			9
10	31,955	33,392	34,829	36,266	37,704			10
11	32,868	34,346	35,824	37,302	38,781			11
12	33,781	35,300	36,819	38,338	39,858			12
13		36,254	37,814	39,374	40,935			13
14		37,208	38,809	40,410	42,012			14
15			39,804	41,446	43,089			15
16			40,799	42,482	44,166			16
17			41,794	43,518	45,243			17
18			41,794	43,518	45,243			18
19			41,794	43,518	45,243			19
20			42,194	43,918	45,643			20
21			42,194	43,918	45,643			21
22			42,194	43,918	45,643			22
23			42,194	43,918	45,643			23
24			42,594	44,318	46,043			24
Career Step			Career Step	400				Career Step

	J	K	L	M	N	O
1	SUPPLEMENTAL SCHEDULE					
2						
3	Supplemental salaries will be determined by multiplying the percentage identified for each assignment					
4	by the experience step on the BA column for each year of experience in that assignment in the					
5	New Hampton Community School District up to a maximum of nine (9) years experience.					
6				Percentage	Position(s)	
7	Head Varsity: Football/Basketball/Wrestling/Volleyball - SF/SH/CP/bg/ra			13%	5	
8	Head Varsity: Baseball/Softball/Track			9%	3	
9	Assistant Varsity: Football/Basketball/Wrestling/Volleyball			9%	6	
10	Head Sophomore: Football/Basketball			9%	11	
11	Head Freshman: Football, Basketball, Wrestling, Volleyball, MS Ath Dir			9%	2	
12	Head Varsity: Golf			8%	2	
13	Assist Varsity: Baseball, Softball, Track			7%	1	
14	Assistant Sophomore: Football, Basketball			7%	1	
15	Assistant Freshman: Football, Basketball, Wrestling, Baseball			7%	1	
16	Head Varsity: Cross Country			6%	2	
17	Head 7th or 8th: Football/Basketball/Wrestling/Volleyball			6%	1	
18	Head Sophomore: Track			5%	1	
19	Assistant Varsity: Cross Country			5%	1	
20	Head 7th or 8th: Track, Softball			5%	1	
21	Assistant 7th or 8th: Football			5%	1	
22	Agriculture Supplemental Pay			5%	1	
23	Assistant 7th or 8th: Basketball, Wrestling, Track			4.5%	1	
24	Band - High School, Vocal Music - High School			12%	2	
25	Dramatics - High School - Two (2) activities, Band Elementary			9%	1	
26	High School Annual, Chieftan, Vocal Music - Elementary			7%	1	
27	Industrial Arts			6%	1	
28	Summer Band - Elementary and High School (6 weeks)			9%	-	
29	Summer Weight Supervision (10 weeks - Mon., Wed., Fri.)			5%	-	
30	High School Cheerleading Sponsor			4%	12	
31	Junior High School Annual Sponsor			3.5%		
32						
33	High School Pom Pom Sponsor			3%	46	
34						
35	High School Student Senate Sponsor			2.5%		
36	High School Band Flag Corp Director, Middle School Cheerleading			1%		
37	Additional for Combined High School Girls and Boys Teams			1%		
38	Events Coordinator (Grades 9-12)		Per Event:	\$ 35.00	104	

	Q	R	S	T	U	V	W	X	Y	Z	AA	AB
6	Percent	22,825	23,738	24,651	25,564	26,477	27,390	28,303	29,216	30,129	31,042	Percent
7	Step	0	1	2	3	4	5	6	7	8	9	Step
8	15%	3,424	3,561	3,698	3,835	3,972	4,109	4,245	4,382	4,519	4,656	15%
9	13%	2,987	3,088	3,205	3,323	3,442	3,561	3,679	3,798	3,917	4,035	13%
10	12%	2,739	2,848	2,958	3,068	3,177	3,287	3,396	3,506	3,615	3,725	12%
11	11%	2,511	2,611	2,712	2,812	2,912	3,013	3,113	3,214	3,314	3,415	11%
12	9%	2,054	2,136	2,219	2,301	2,383	2,465	2,547	2,629	2,712	2,794	9%
13	8%	1,828	1,899	1,972	2,045	2,118	2,191	2,264	2,337	2,410	2,483	8%
14	7%	1,598	1,662	1,728	1,789	1,853	1,917	1,981	2,045	2,109	2,173	7%
15	6%	1,370	1,424	1,479	1,534	1,589	1,643	1,698	1,753	1,808	1,863	6%
16	5%	1,141	1,187	1,233	1,278	1,324	1,370	1,415	1,461	1,506	1,552	5%
17	4.5%	1,027	1,068	1,109	1,150	1,191	1,233	1,274	1,315	1,356	1,397	4.5%
18	4%	913	950	986	1,023	1,059	1,096	1,132	1,169	1,205	1,242	4%
19	3.5%	799	831	863	895	927	959	991	1,023	1,055	1,088	3.5%
20	3%	685	712	740	767	794	822	849	878	904	931	3%
21	2.5%	571	593	616	639	662	685	708	730	753	776	2.5%
22	1%	228	237	247	256	265	274	283	292	301	310	1%

SprtRt2005  
May 4, 2005

2005/2006

New Hampton Education Association Support Group  
and the  
Board of Education, New Hampton Community Schools

PARAEDUCATORS	Class/Step	0	1	2	3	4	5	10	15	20
Certified Instr.	I	10.68	10.93	10.98	11.03	11.08	11.13	11.28	11.33	11.38
Hearing Imp.	IA	10.68	10.93	10.98	11.03	11.08	11.13	11.28	11.33	11.38
Paraeducator	II	10.08	10.33	10.38	10.43	10.48	10.53	10.68	10.73	10.78
Clerical	III	9.93	10.18	10.23	10.28	10.33	10.38	10.53	10.58	10.63

Class I & IA employees to receive an additional \$1.70/day for certification.

Part-time Class I & IA employees will received an pro-rated increase based on the \$1.70/day increase.

SECRETARIES	Class/Step	0	1	2	3	4	5	10	15	20
Princ. Sec.	I	10.43	10.83	10.98	11.08	11.18	11.28	11.43	11.48	11.53
Ast. Sec.	II	10.23	10.63	10.78	10.88	10.98	11.08	11.23	11.28	11.33

COOKS	Class/Step	0	1	2	3	4	5	10	15	20
Reg. full & part time		9.43	9.68	9.73	9.78	9.83	9.88	10.03	10.08	10.13
Head Cooks		9.68	9.93	9.98	10.03	10.08	10.13	10.28	10.33	10.38

CUSTODIANS	Class/Step	0	1	2	3	4	5	10	15	20
Regular - Full Time		11.53	11.78	11.83	11.88	11.93	11.98	12.13	12.18	12.23
Regular - Part Time		9.28	9.53	9.58	9.63	9.68	9.73	9.88	9.93	9.98
Head Custodians		12.28	12.53	12.58	12.63	12.68	12.73	12.88	12.93	12.98

Second shift custodians will receive an additional \$0.10 per hour.

Longevity will be based upon the employee's starting date. Employees will receive step 10, step 15, and step 20 after completing 10 years, 15 years, and 20 years of service to the district respectively.

#### BUS DRIVERS

##### Regular Routes

725.75 Per Mo	BASE (Two trips per Day)
9.82 Per Mo	EXPERIENCE (Max 14 yr) Per Mo for each full Yr of Service
	Experience pay applies to regular bus route drivers and to the handicap bus route driver.
23.54 Per Mo	LOAD (45 Pass. or More)
5.28 Per Mo	MILEAGE RATE per mile for one Round Trip
	(Miles and students to be determined at the Friday prior to Labor Day)

##### Activity Routes

302.40 Per Mo	Regular daily route.
6.20 Per Hour	Minimum - \$10 / trip when trip is not connected with any other activity trip.
	Max. \$80 per Trip-Overnight trips and long trips may have to be mutually adjusted.
	Hours to be determined from departure from New Hampton to return arrival.
	Additional twelve (\$12.00) dollars per trip if forced to lose regular route pay.

##### Special Routes

12.22 Per Hr.	Handicap Bus Route
9.70 Per Hr.	Car / Van driver (3 or more students)
9.10 Per Hr.	Car / Van driver (2 or less students)

The employer will provide up to one hundred seventy-one (\$171) dollars per month for dependent health insurance for all full-time employees who are contracted for 210 days or more.

Employees with assigned duties in different buildings during the student school day shall be paid mileage at the maximum rate per mile allowed by the state for use of a private automobile for approved school travel.



## ARTICLE IX - INSURANCE

### A. Health and Major Medical Insurance

The employer will provide \$452.88/month for all full-time employees with a cash equivalency over the cost of the selected policy. If the employee selects a plan option that costs more than \$452.88/month, the employer shall deduct this premium amount through a payroll deduction. The first dollar coverage shall be paid by the employee if he/she desires medical coverage. An employee may opt to take the family coverage with the additional premium to be deducted through payroll deductions.

The employer will provide up to one hundred seventy-one (\$171) dollars per month for dependent health insurance for all full-time employees who are contracted for 210 days or more.

Any employee working at least twenty-five (25) hours per week but less than thirty (30) hours per week may participate in the group health plan on the condition that the total cost is paid by the employee.

### B. Life Insurance

The employer will provide \$25,000.00 term life insurance with accidental death and dismemberment benefits for all employees working full-time for two hundred ten (210) days or more each year.

### C. Long-Term Disability

The employer shall provide a long-term disability insurance policy with benefits no less than those supplied in the preceding school year to all employees working 20 hours or more per week for one hundred eighty (180) days or more each year.

### D. Descriptions

The employer shall attempt to provide each employee with a description of the insurance coverage provided herein within ten (10) days of the beginning of the school year or date of employment, which description shall include a clear description of conditions and limits of coverage as provided above. Such insurance information may be in the form of brochures provided by the company writing the said insurance. The employer will provide forms of application and contact with the insurer's agents. Under no circumstances shall the employer be found liable for any incident resulting in lack of coverage for an employee in this field.

## ARTICLE XX - SEPARABILITY CLAUSE, DURATION, MISC.

### A. Separability

If any provision of this agreement or any application of this agreement to any employee or group of employees is held to be contrary to the law by a Court of competent jurisdiction, or the PERB Board, then such provision or application shall be deleted from this agreement to the extent it violates the law. All other provisions or applications of the agreement shall continue in full force and effect.

### B. Printing Agreement

Copies of this agreement shall be reproduced at the expense of the employer after agreement with the Association has been reached on format within thirty (30) days after the agreement is signed. The agreement shall be presented to all employees now employed or hereafter employed at the time the contract is offered by the employer, and the employer shall provide the Association with twelve (12) additional copies.

### C. Notices

Whenever any notice is required to be given by either of the parties to this agreement to the other pursuant to the provisions of this agreement, either party shall do so by letter at the following designated addresses or at such other address as may be designated by a party in written notification to the other party:

1. If by the Association: To the Board of Directors, New Hampton Community School, New Hampton, IA 50659.
2. If by the employer: To the New Hampton Education Association Support Group, New Hampton, IA 50659.

### D. Duration

The language of this agreement shall be effective beginning July 1, **2005**, and shall continue in effect until June 30, **2007**. Insurance and wages in this agreement shall be effective beginning July 1, **2005**, and shall continue in effect until June 30, **2006**.

E. Signature Clause

IN WITNESS WHEREOF, the parties hereto have caused this agreement to be signed by their respective presidents and attested by their proper officers and their signatures placed thereon, all on the 7th day of **March, 2005**.

BOARD OF DIRECTORS  
NEW HAMPTON COMMUNITY  
SCHOOL DISTRICT

By: Richard Matthews  
President

By: John A. Weiden  
Chief Negotiator

NEW HAMPTON EDUCATION  
ASSOCIATION SUPPORT GROUP

By: Patty Lenehan  
President

By: Patty Lenehan  
Chief Negotiator